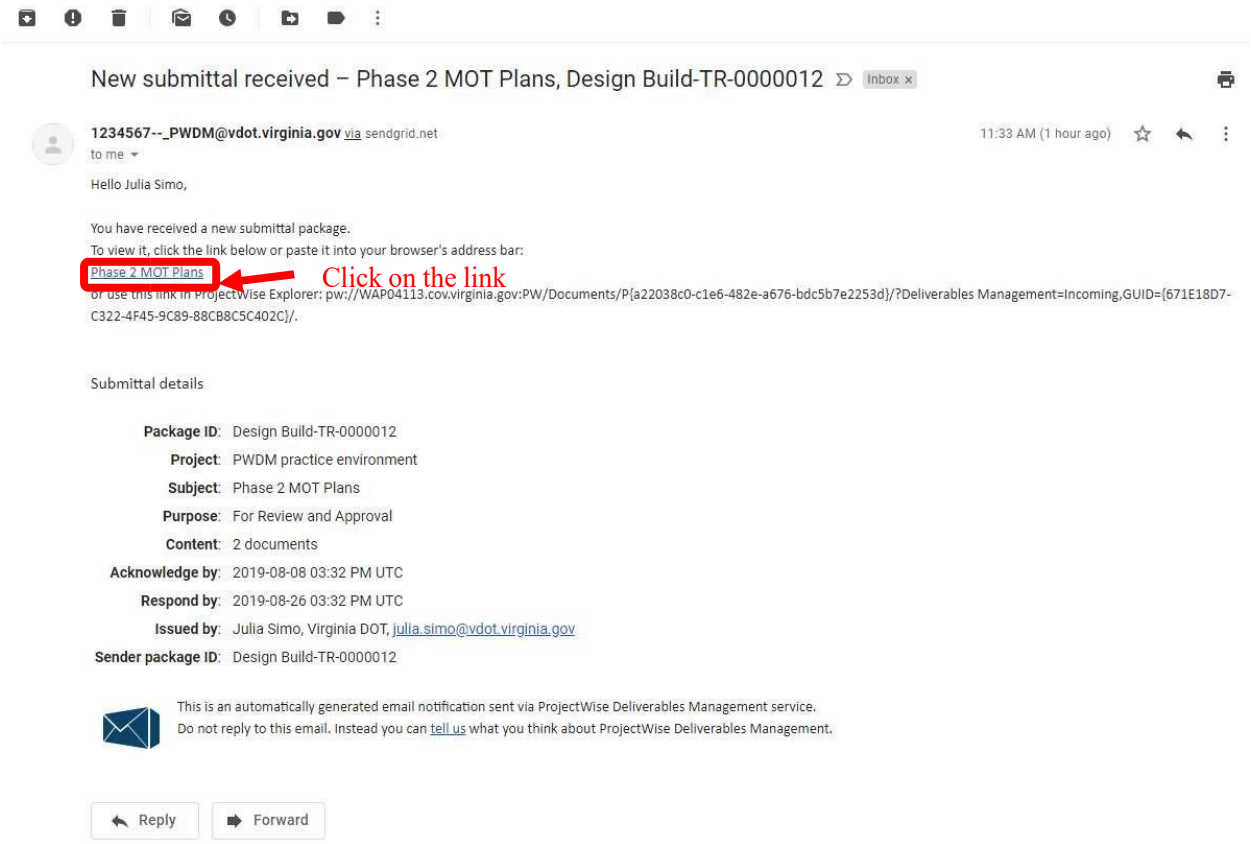
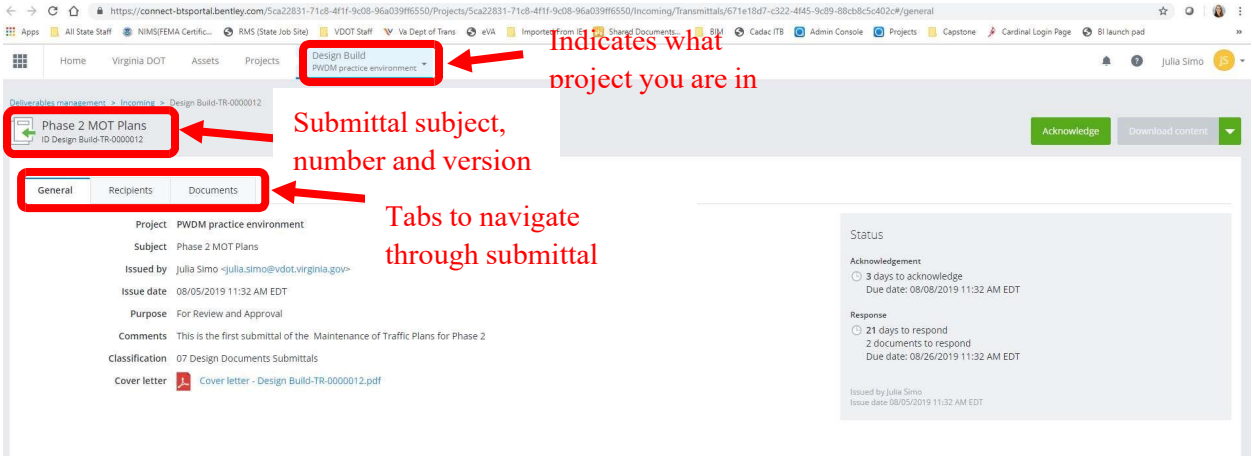
PWDM - Adding Additional Reviewers (

The person who has been identified to respond to the submittal based off the project team distribution process will receive an email with notification of a new submittal package.

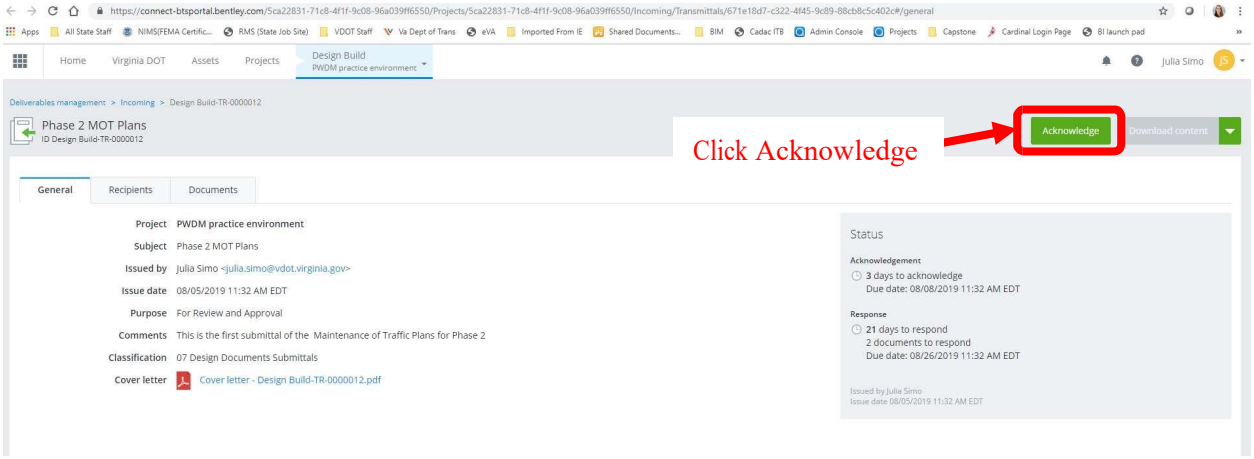
- Click on the link to take you to the submittal page:



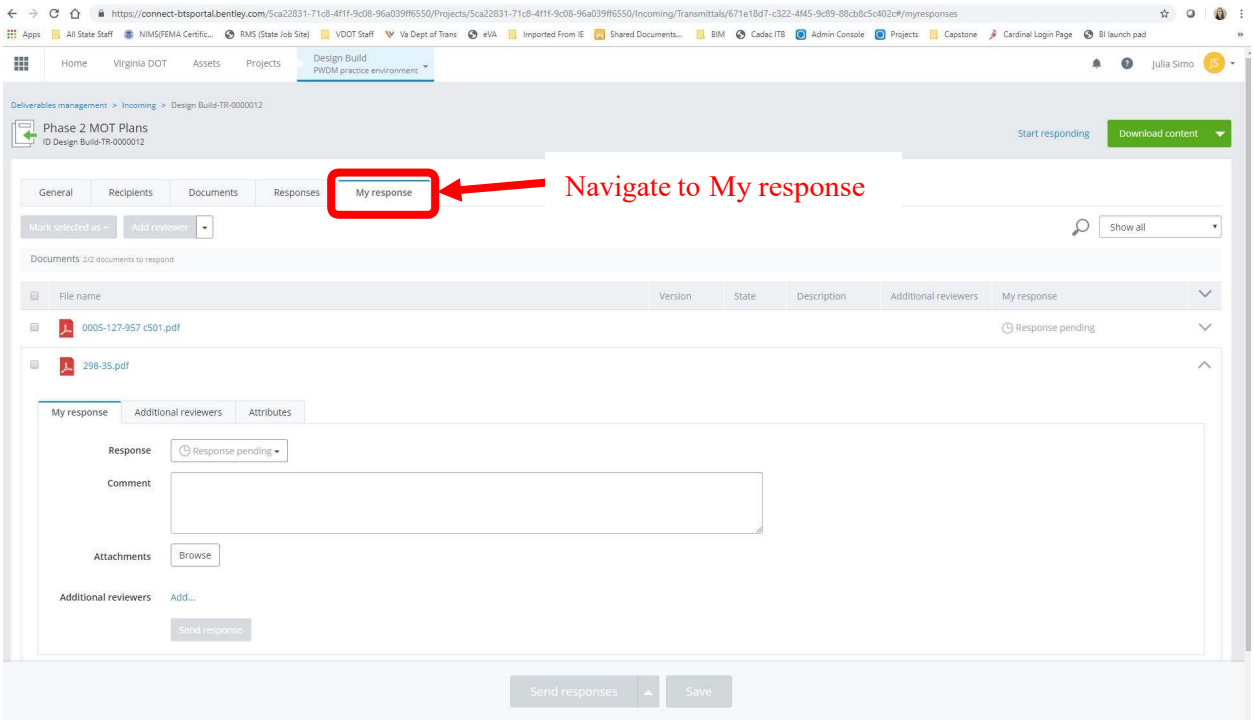
- Once in the submittal page you can view all the submittal details by navigating through the tabs



- Click on Acknowledge, this functions as a read receipt

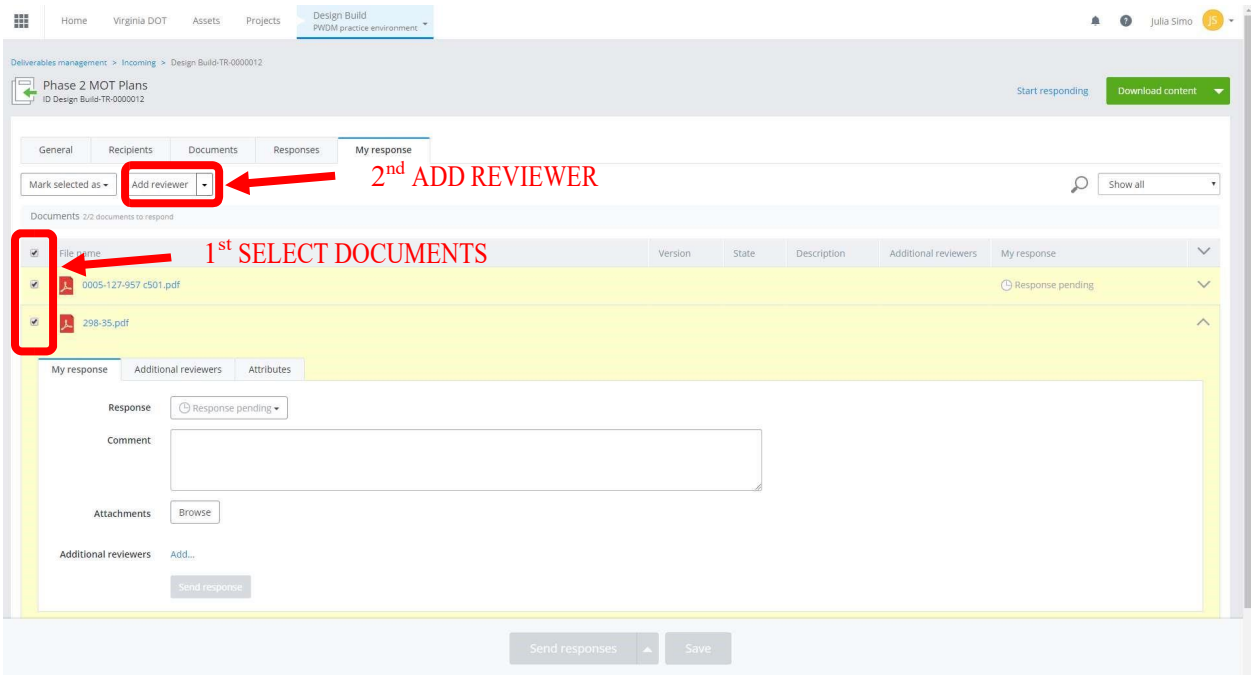


- Navigate to the My response tab

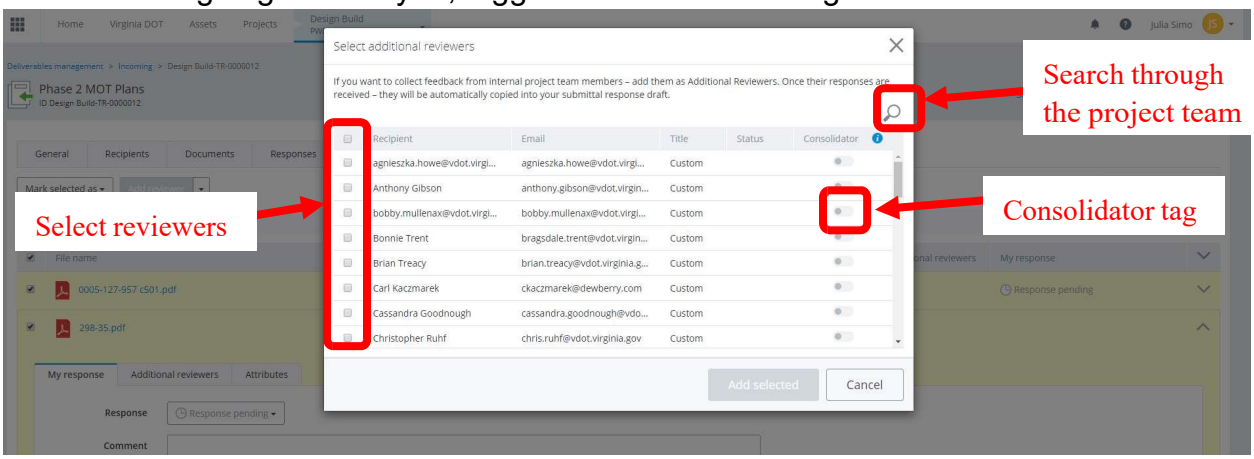


PWDM - Adding Additional Reviewers (

- Select the documents you want to add additional reviewers to and click on Add reviewer

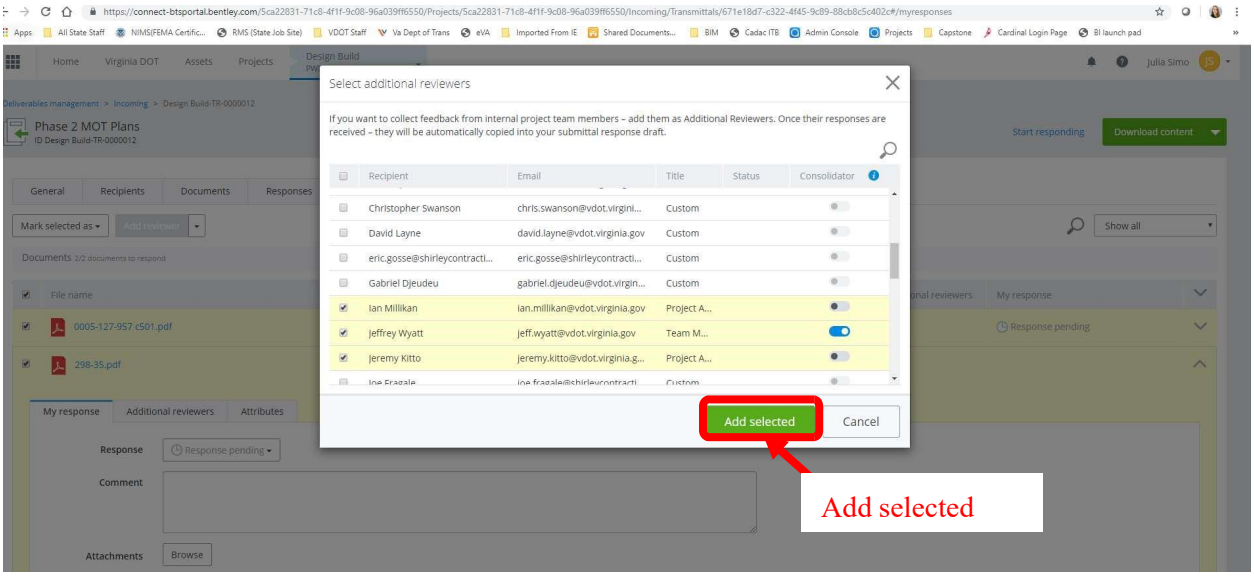


- Select the additional reviewers. If you want one of them to receive all comments before going back to you, toggle the consolidator tag on for that reviewer:

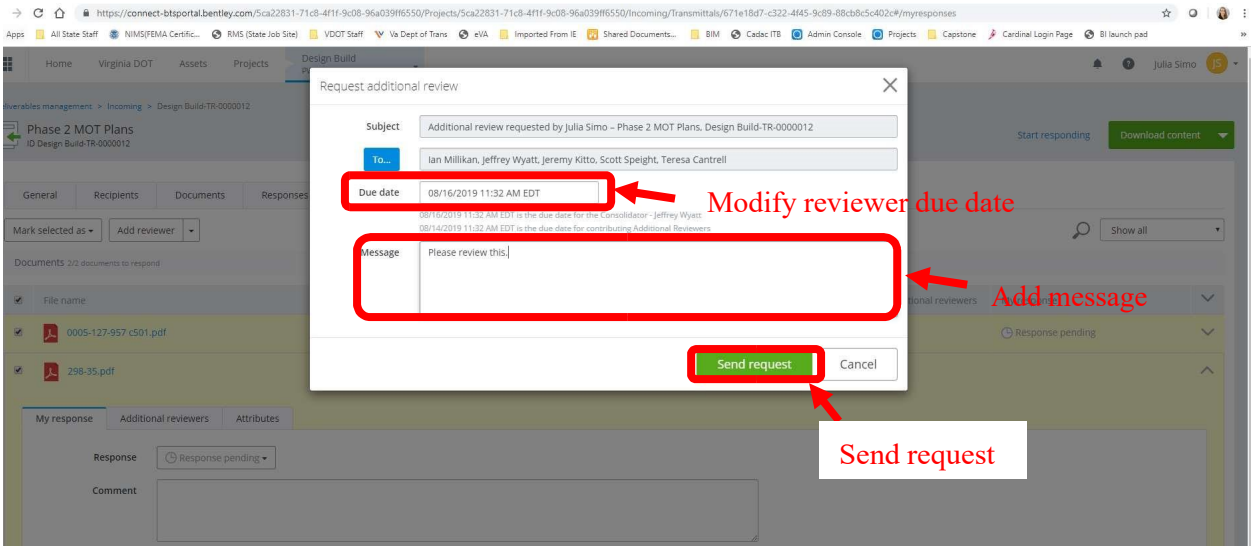


PWDM - Adding Additional Reviewers (

- Once your reviewers, and consolidator (if any) have been identified, click on Add selected:

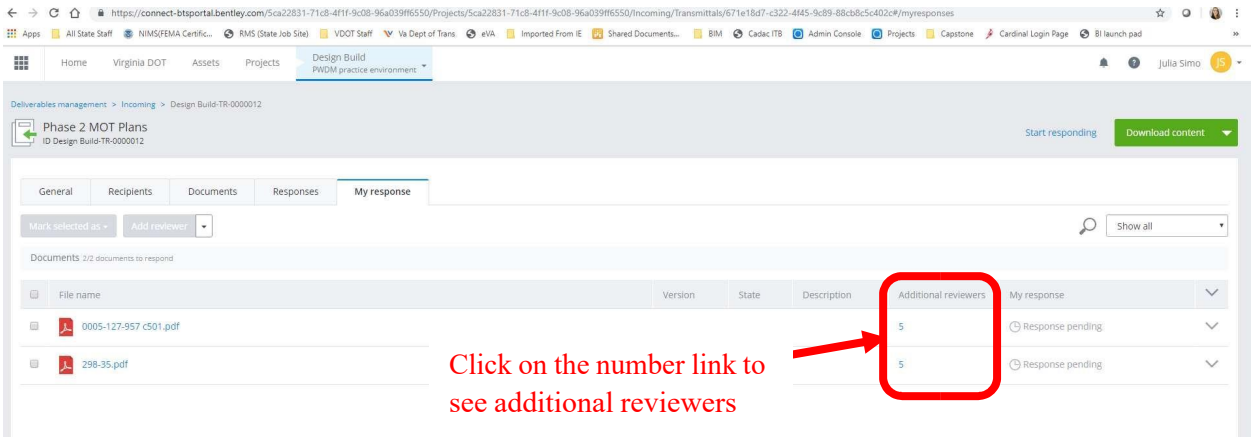


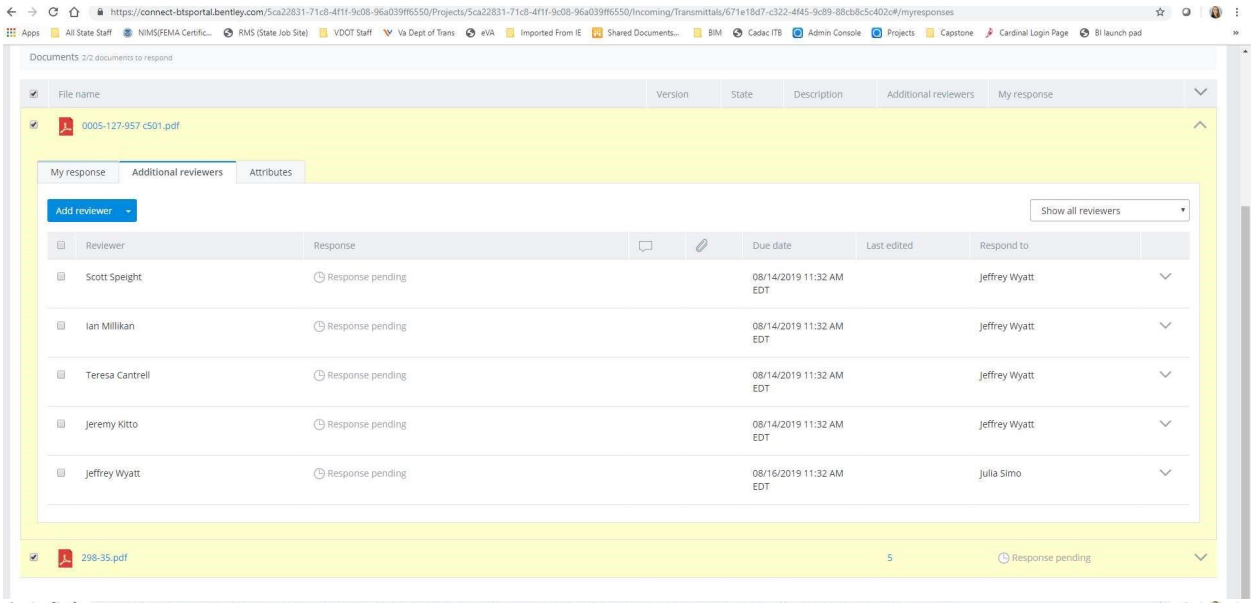
- You can add a message and modify the due date for the reviewers as needed, then Send request

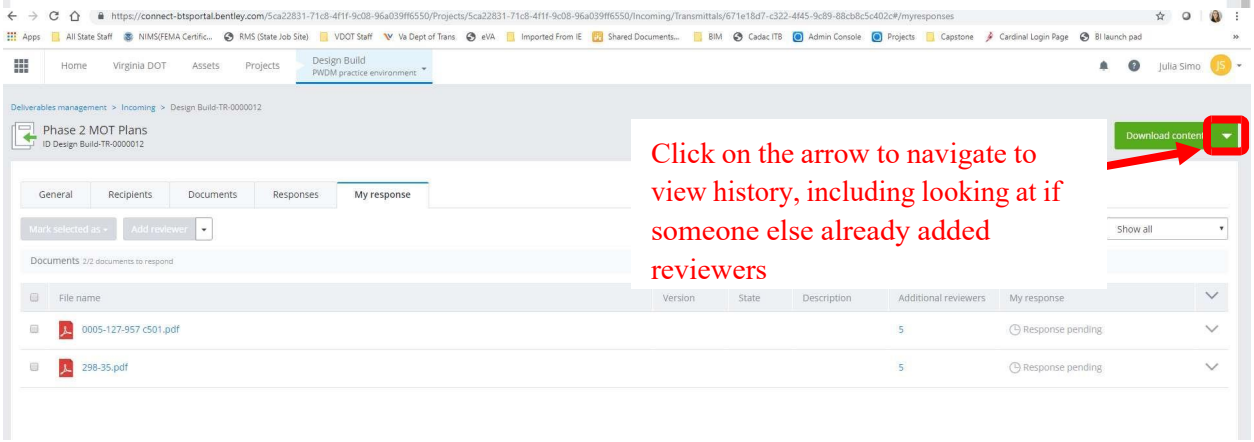


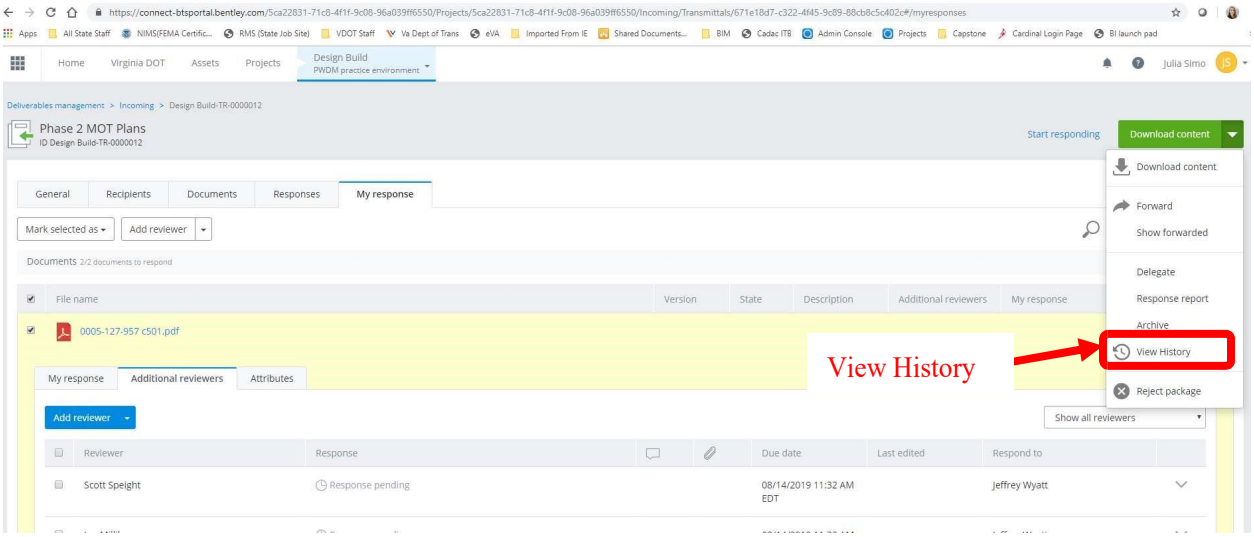
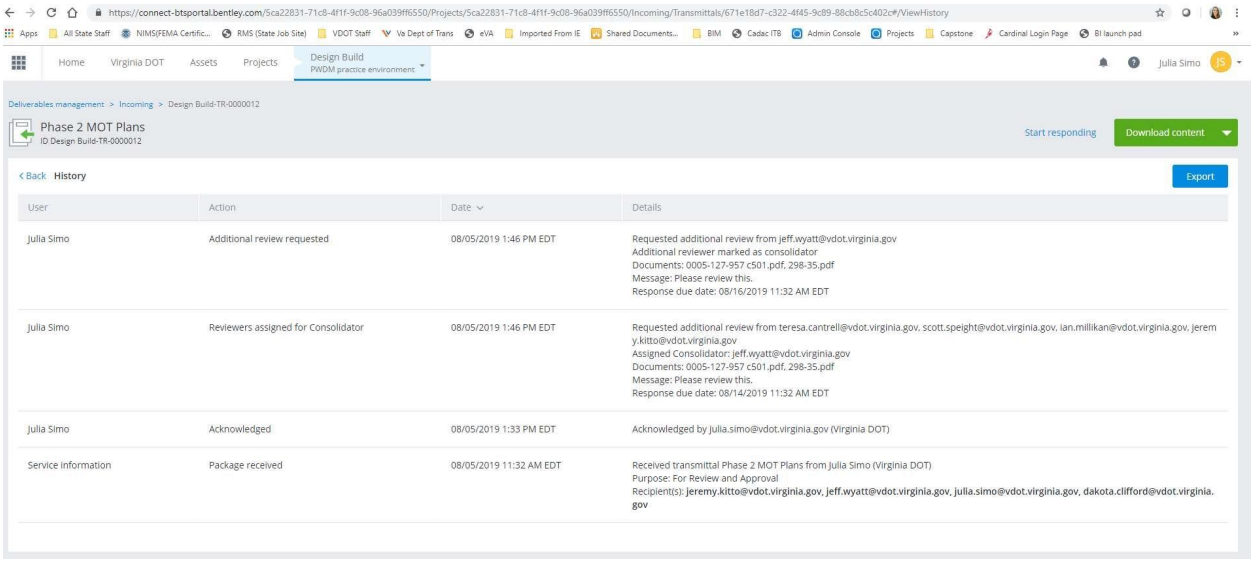
- Now you can see who the additional reviewers are, when it is due, they are added to the history of the submittal. To navigate to the different details follow screen shots below:

PWDM - Adding Additional Reviewers (







Updated 12/8/2020

PWDM - Adding Additional Reviewers (